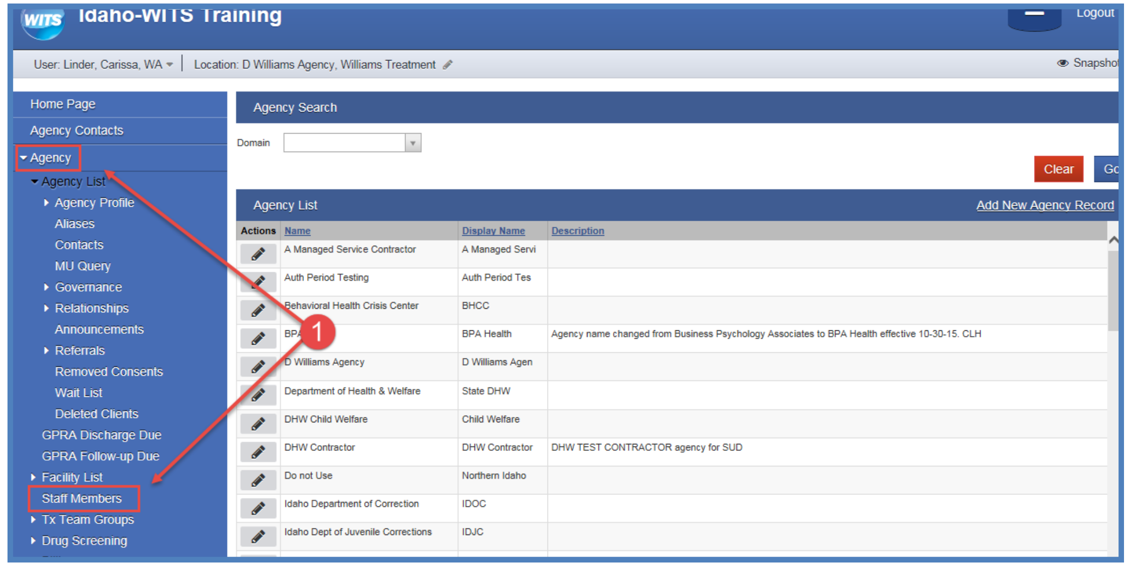
Adding a New Staff Member for SUD Provider Network

This guidance specifies each individual step required to successfully add a SUD provider into your agencies staff module.

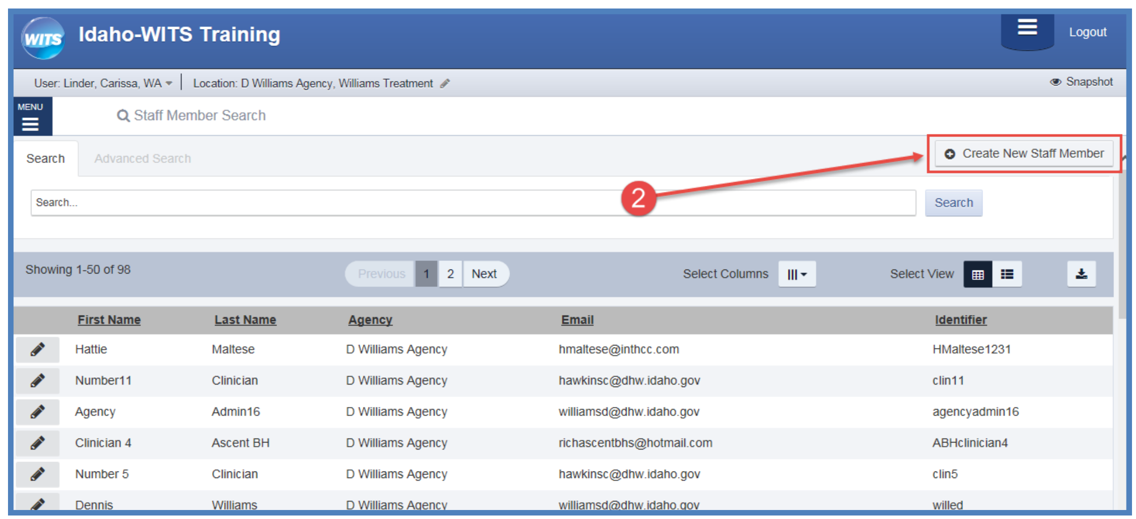
Adding a New Staff Member for SUD Provider Network

Adding a Staff: Initial Requirements

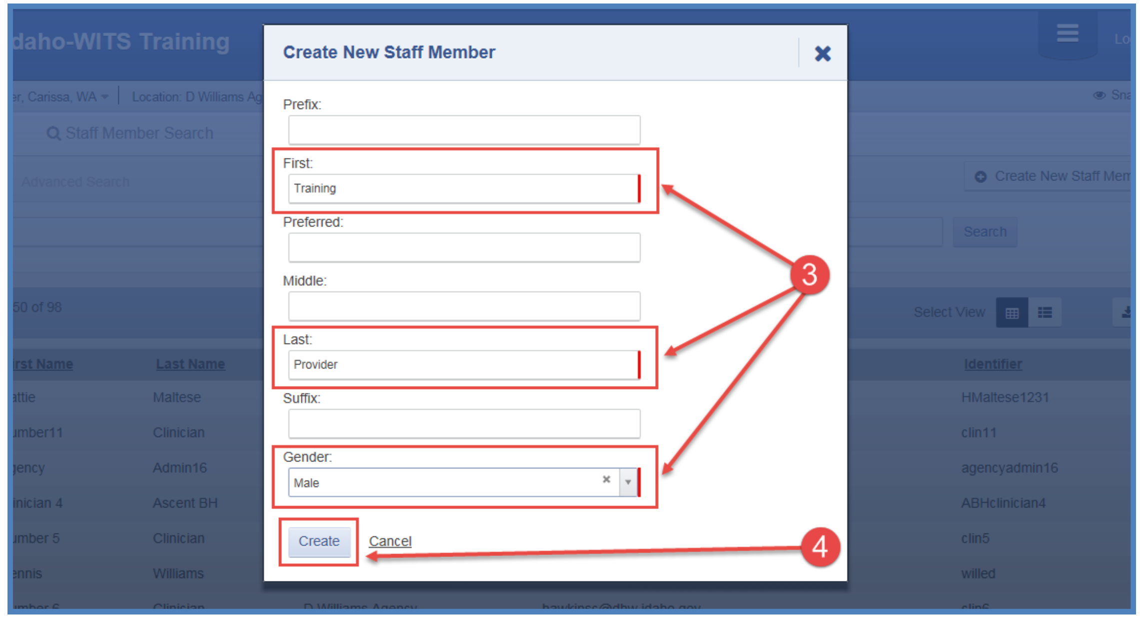
1. **Getting here:** Login, click **Agency** and click **Staff Members** on the Navigation Pane (left menu).



2. **Search for an existing record by entering the first 3 letters of the last name followed by an *.** If the system does not return a match, click **Create New Staff Member.**



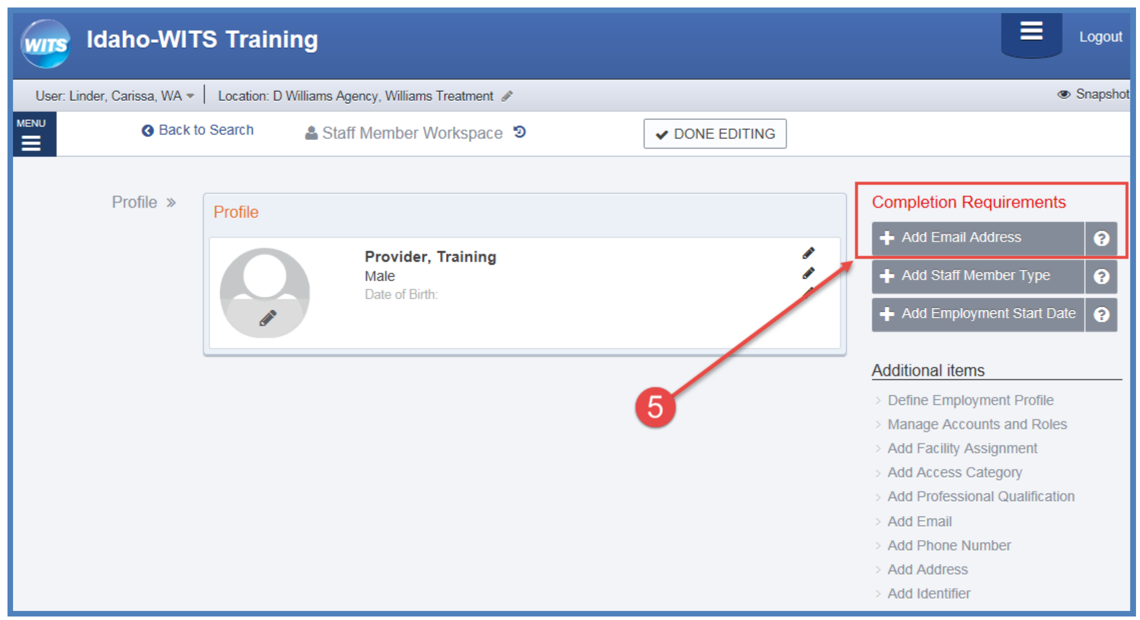
3. Complete: **First Name**, **Last Name** and **Gender.**



NOTE: Required fields are notated by a red line at the end of the data entry field.

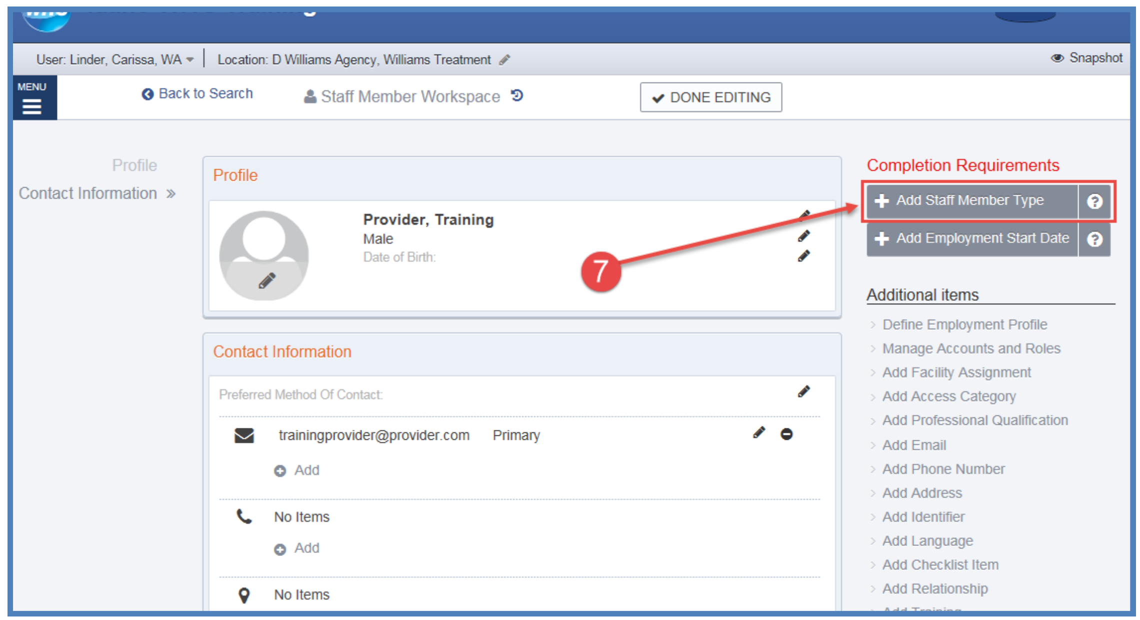
4. Click **Create**.

5. Click **Add Email Address** under the Completion Requirements.

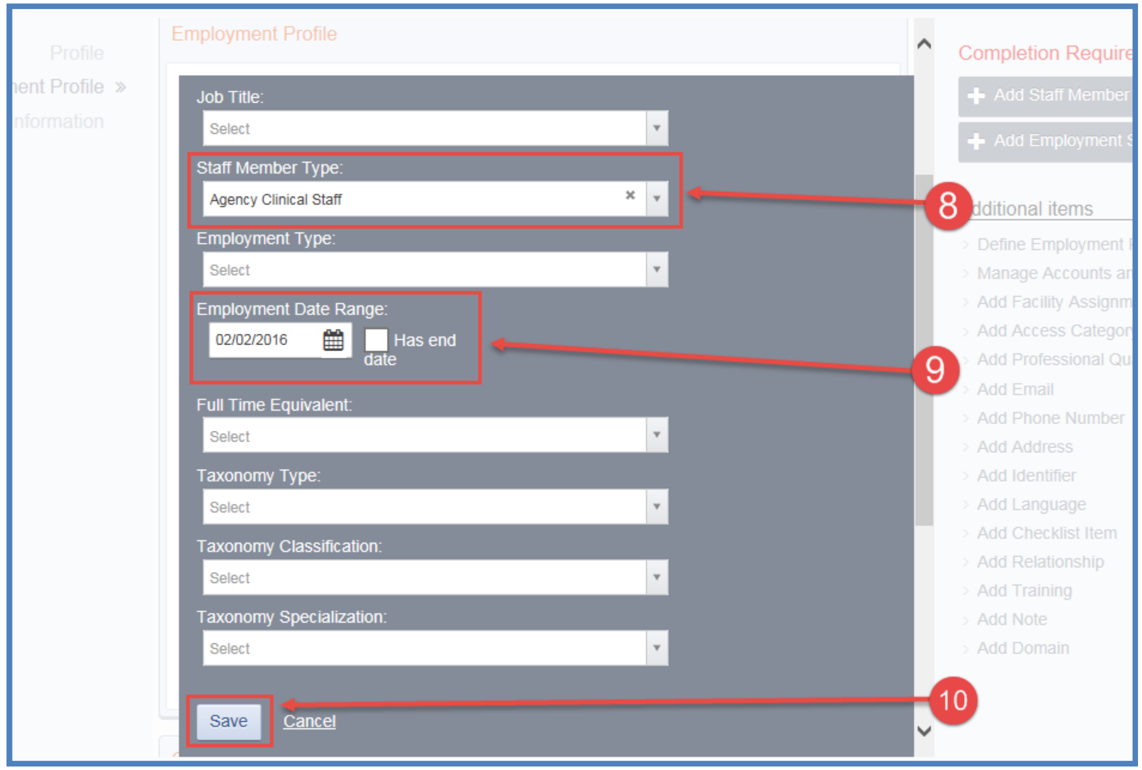


6. Enter the **<u>Staff Email Address</u>**, click the **<u>Primary checkbox</u>**, and click <u>Save</u>.

7. Click **<u>Add Staff Member Type</u>** under the Completion Requirements.



8. Select the **Staff Member Type**.



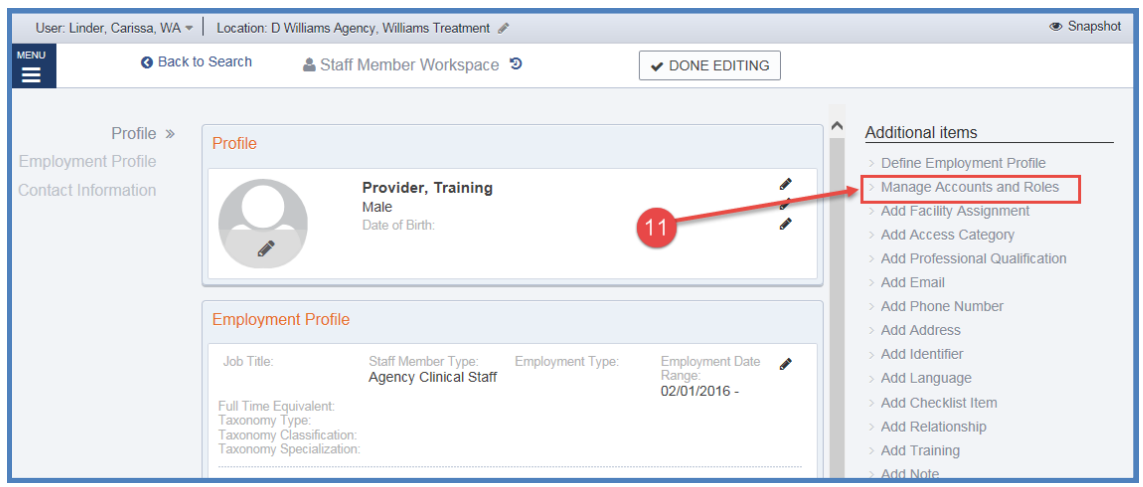
9. Enter the **Employment Date Range**.

NOTE: When creating a new Staff Record, do not indicate the staff member has an Employment End Date.

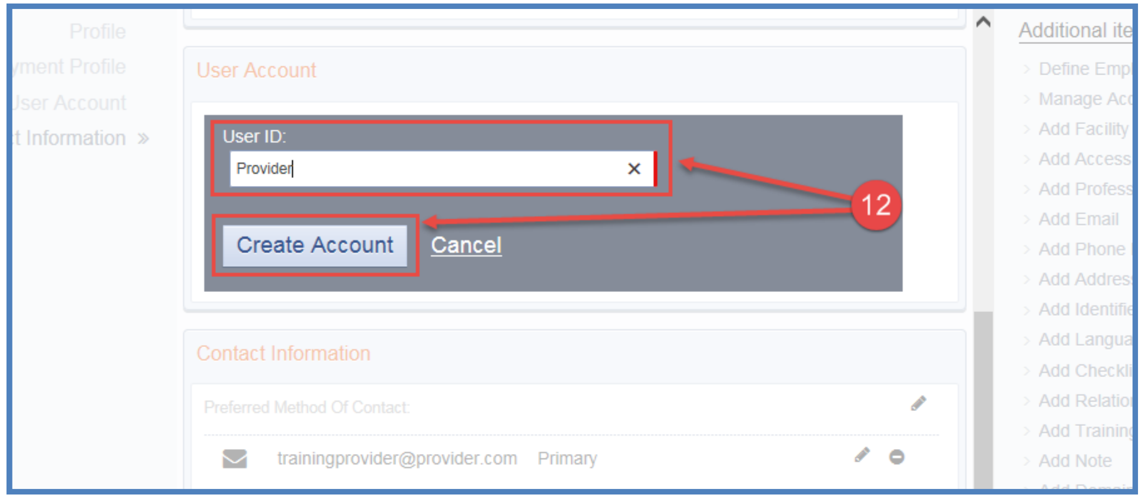
10. Click **Save**.

Creating the User ID

11. Click **Manage Accounts and Roles** from the Additional Items Menu.

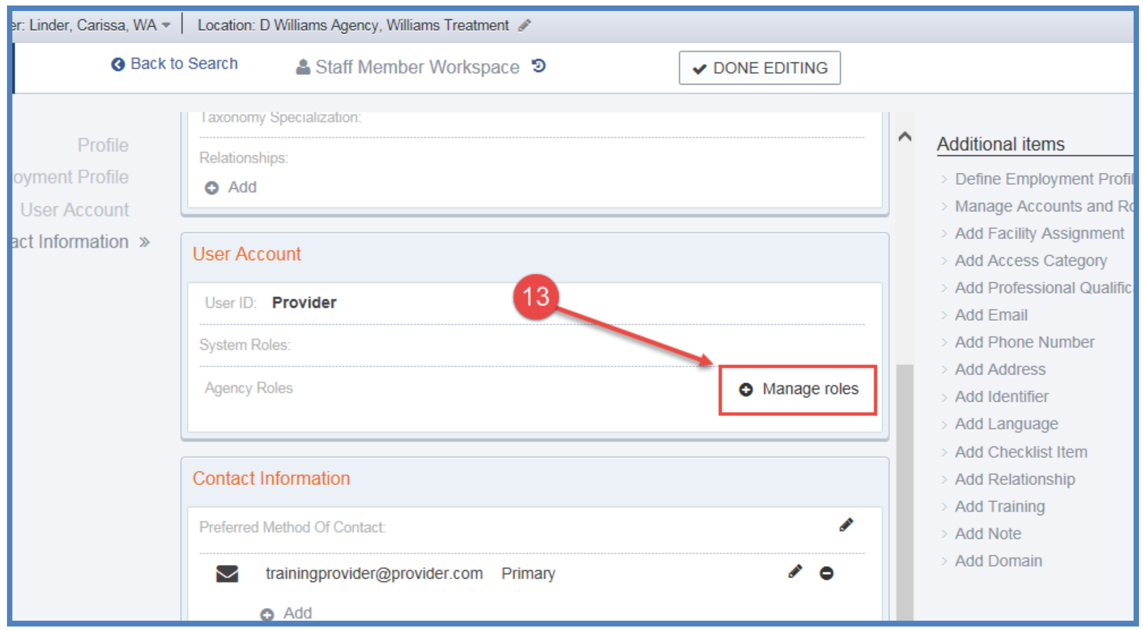


12. Enter the **Staff User Id** and click **Create Account.**

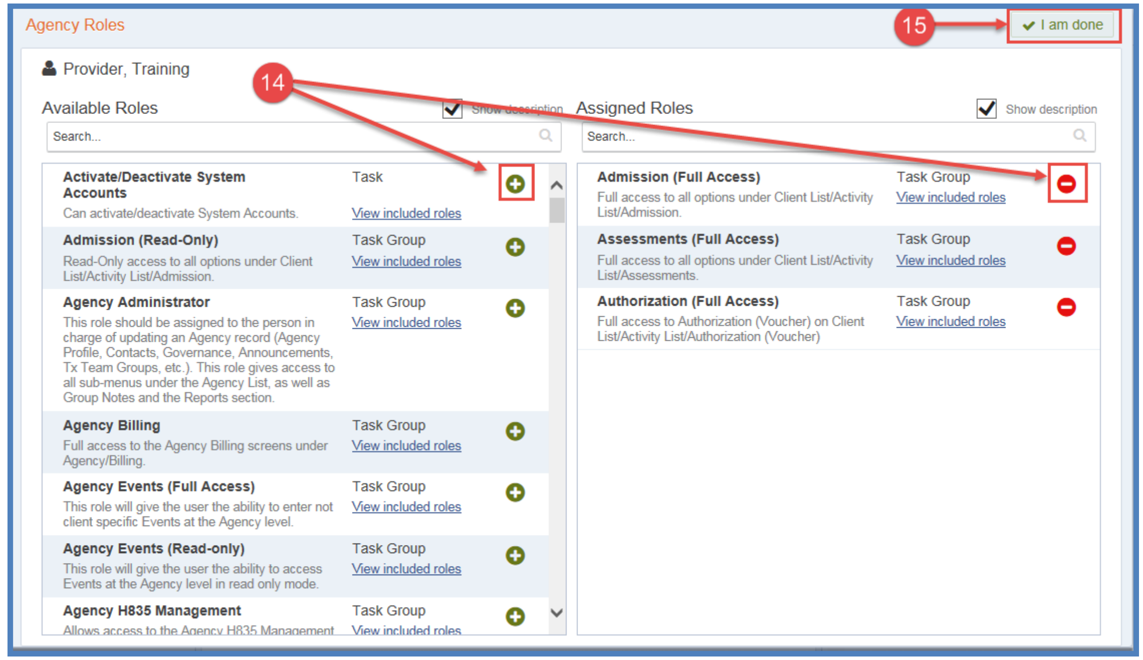


Adding Permissions

13. Click **Manage Roles** under the User Account.



Note: Review the Assigning Staff Roles documentation on WITS.Idaho.gov under the WITS Forms tab before assigning roles for a staff member.



14. Click **<u>to Add a Permission</u>** from the available roles to the assigned roles box

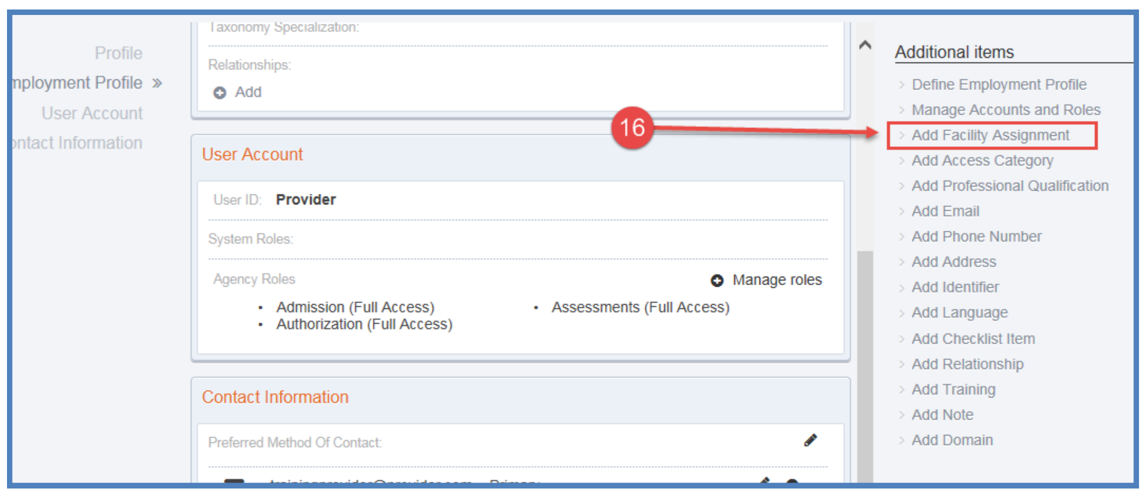
OR

click **<u>to Remove Permissions</u>** from Assigned Roles.

NOTE: Click View included roles to view all included

15. Click **<u>I am Done</u>** when all permissions have been added to Staff Profile.

<u>Adding a Facility</u>



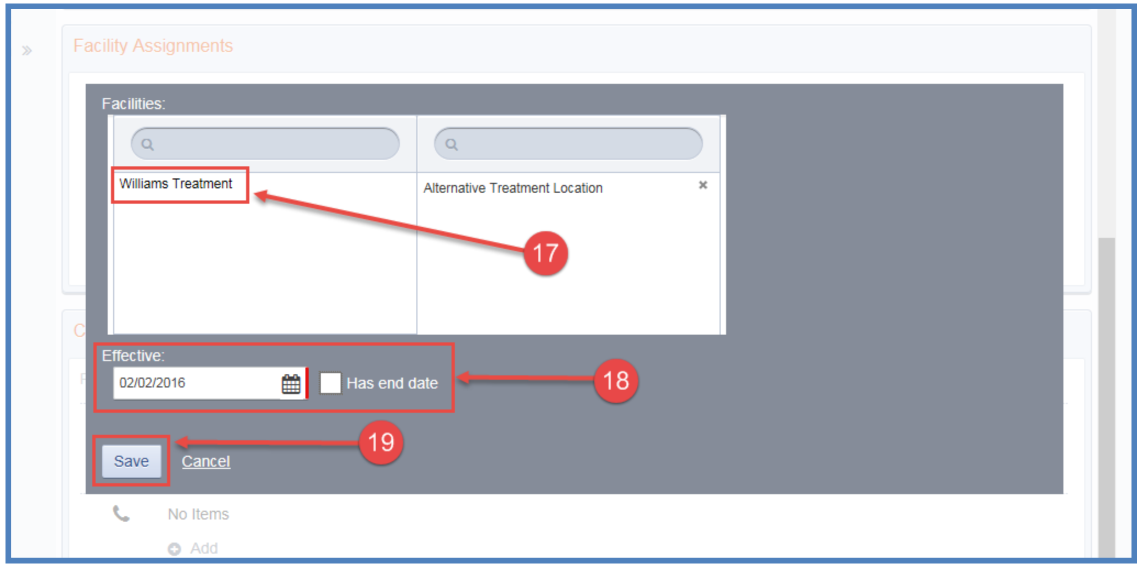
16. Click **<u>Add Facility Assignment</u>** from the Additional items menu.

17. **<u>Select the facilities</u>** your staff need to access. Clicking on them in the left-hand box will move them to the right-hand box, which denotes a selected facility.

18. Enter the **<u>Effective Date.</u>**

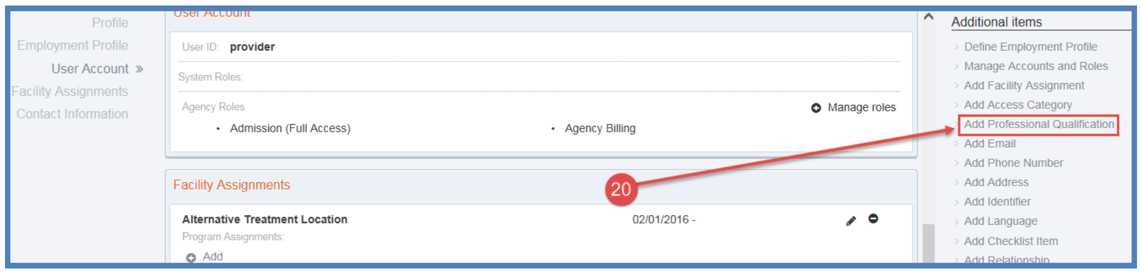
NOTE: When creating a new Staff Record, do not indicate the staff member has a End Date.

19. Click **<u>Save.</u>**



<u>Adding Professional Qualifications</u>

20. Click **<u>Add Professional Qualification.</u>**



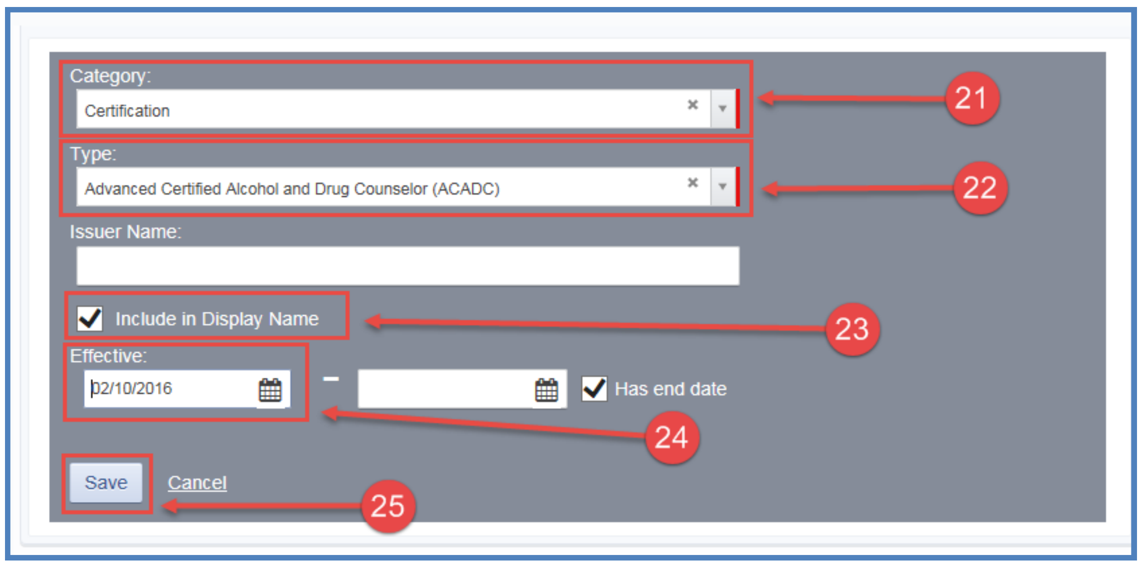
21. Select the **<u>Certification.</u>**

22. Select the **<u>Type</u>** of Certification.

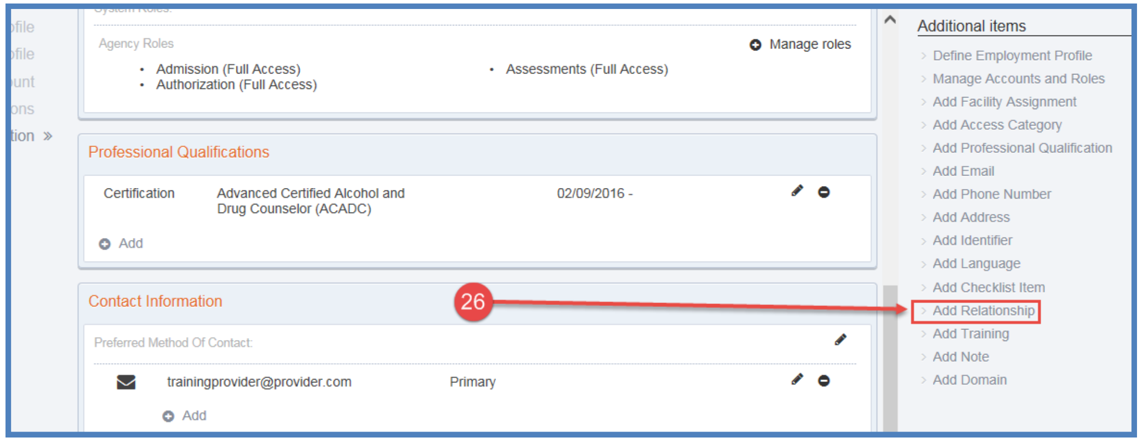
23. **<u>Check the box</u>** Include in Display Name.

24. Enter the **<u>Effective Date</u>**.

25. Click **<u>Save.</u>**



Adding a Relationship

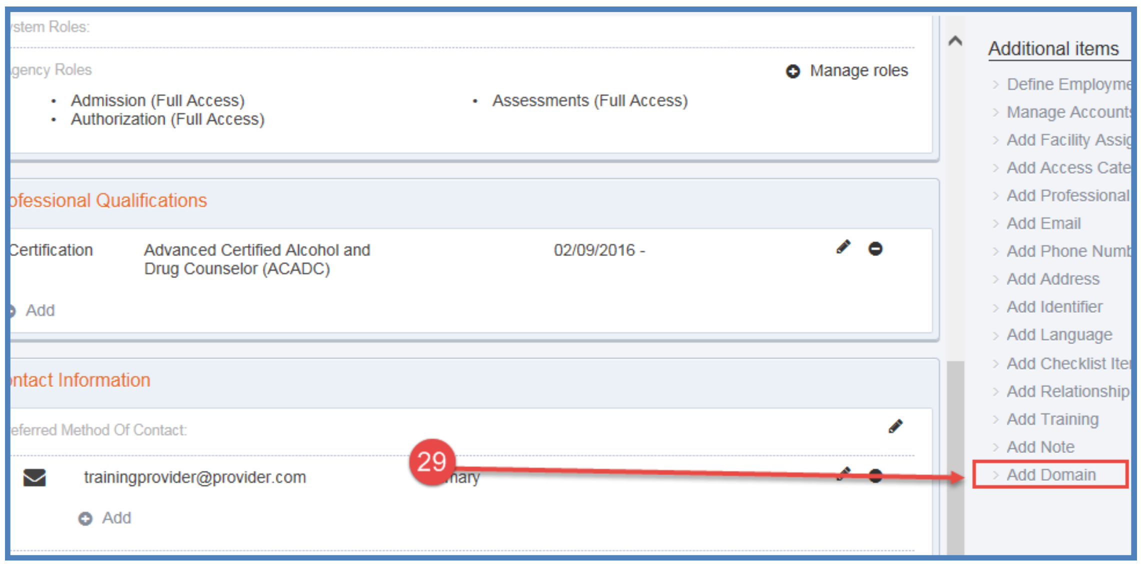


26. Click **Add Relationship** from the Additional Items Menu.

27. Select the **Relationship to the Staff Member** (role of the staff member) and select the name of the **Related Staff Member**.

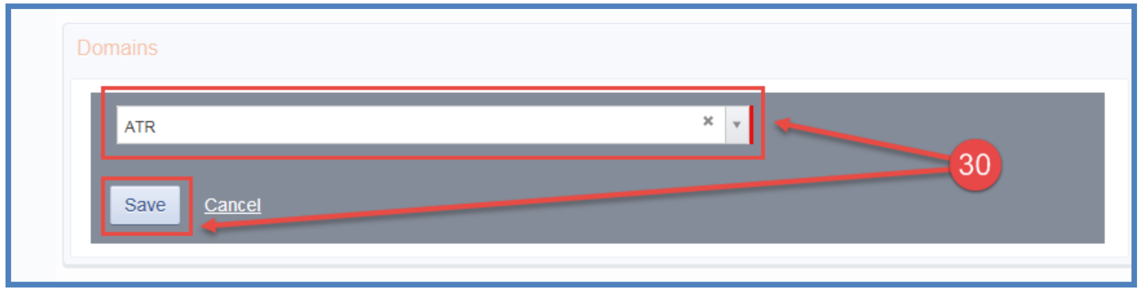
28. Click **Save.**

Adding a Domain



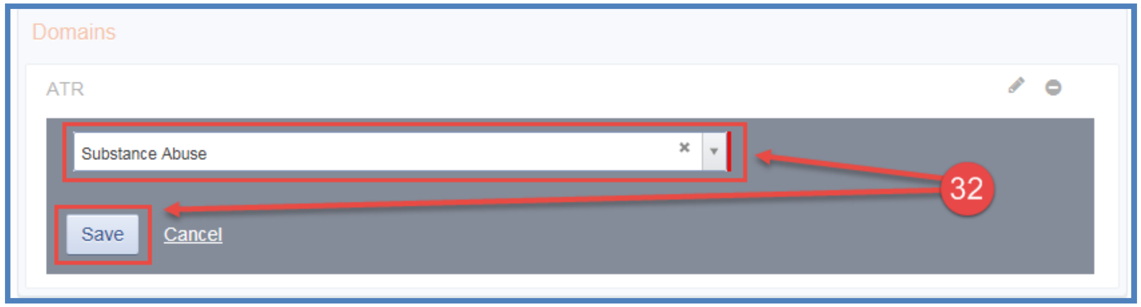
29. Click **Add Domain** from the Additional Items Menu.

30. Select **ATR** and click **Save**.



31. Click **Add**.

32. Select **Substance Abuse** and click **Save**.



33. Confirm the Domains of both ATR and Substance Abuse display.

30. Click **Done Editing** at the top of the screen.